SITARI
country estate

ARCHITECTURAL REVIEW

COMMITTEE PLAN SUBMISSION

The Master Home Owners Association appointed the Sitari Country Estate Architectural Review Committee referred to as (ARC), whose purpose is to review and approve all architectural plans. Plans are to be submitted to the Managing Agent of the Sitari Country Estate MHOA for scrutiny and approval by the Sitari Country Estate ARC. The Sitari Country Estate ARC will give approval in writing provided the correct procedure and guidelines has been followed.

Plans are submitted as follows:

1.1 Minimum Two (2) days prior to submission of plans the owner / architect needs to send the completed Plan Submission Form ***(Annexure A – Page 4 & 8)*** with request for Invoice of Sitari Country Estate ARC Fees to the Managing Agent via email.

1.2 After process mentioned in (1.1) the following needs to be submitted to the Managing Agent Office:

i) Completed Check list ***(Annexure B – Page6 & 7)***
ii) Completed Power of Attorney ***(Annexure C – Page 8)***
iii) Plans as per check list for Stage 1 / 2 depending on submission
iv) Landscaping plan if applicable
v) 1 Memory Stick with Landscaping plan and all necessary plans as per checklist – we do not accept CD's
vi) Proof of payment for Sitari Country Estate ARC Fees
(Fees set out in Annexure D – Page 9 & 10)

1.3 Upon submission of plans to the Managing Agent, a letter / receipt will be issued to the owner / architect to confirm receipt date.

1.4 The Managing Agent will deliver all Plan submissions every Friday Morning by no later than 10:00 am to the Sitari Country Estate ARC. All plans received in the week before 17:00 pm Thursday's, will be submitted to the Sitari Country Estate ARC. Any plans received after 17:00 pm on Thursday will stand over to the next week's ARC meeting which takes place on every second Friday.

1.5 Sitari Country Estate ARC will then scrutinize the plans. These plans will be returned within a period of 14 calendar days from the date received. The Sitari Country Estate ARC will request any changes on the design or layout in writing. The notification will be forwarded via email to the relevant person as indicated on Annexure A.

1.6 The plans (with the required changes) will have to be resubmitted for scrutiny and same process mentioned above needs to be followed.

1.7 Any re–submissions will incur additional costs as per Annexure D.

1.8 Once the owner / architect have received the approval of the Sitari Country Estate ARC, signed plans will be issued and plans can be submitted to Council for approval as per building Regulation & Building Standards Act 1977 (Act No.103 of 1977)

1.9 Once Final Approval from Council is received, a digital copy of all plans needs to be re-submitted to Managing Agent for record purposes.

1.10 The Managing Agent will confirm Final Approval and will issue the Construction & Operational Manual for signature.

1.11 The Owner (not any delegate) needs to complete and sign Construction & Operational Manual.

1.12 Once the completed and signed documentation as per (1.11) is received, the Owner will receive written approval from the Managing Agent to proceed with Building activities.

2. (Annexure A) – Plan Submission Form

3. (Annexure B) – Check list for Plan submission

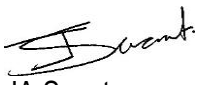
4. (Annexure C) – Power of Attorney

5. (Annexure D) – Plan Submission Fees Structure

We believe above mentioned will be in order, please do not hesitate to contact us should you have any enquiries. The contact details is as follows

Sitari Property Management
Attention JA Swart
Email: jacky@marite.co.za
Tel: 021 558 2320

Kind Regards,



JA Swart
Sitari Country Estate HOA - Managing Agent

Annexure A - Plan Submission Form

ERF NR: _____

ERF SIZE: _____

DRAWING NR: _____

PLEASE INDICATE WITH AN (X) - WHICH ONE IS APPLICABLE:

Group Housing	Single Residential	Sectional Title	Public Precinct, School & Commercial	Common Property of Sitari

PLEASE INDICATE WITH AN (X) - WHICH ONE IS APPLICABLE:

Stage 1	Stage 2	Resubmission	Alterations & Additions

PLEASE INDICATE WITH AN (X) IF THE FOLLOWING CERTIFICATE IS REQUIRED:

Land surveyor Certificate		Amobia:
1. Height Restriction Certificate 2. Setout of Building 3. Setout of ERF Pegs	Mechanical Certificate	ERF: Country Homes Village Homes

OWNER OF ERF: _____

ADDRESS: _____

_____

TEL. NR: _____ E-MAIL ADDDRESS _____

DESIGN ARCHITECT: _____

ADDRESS: _____

_____

TEL. NR: _____ E-MAIL ADDDRESS _____

SACAP REG. NR: _____

SEND CORRESPONDENCE TO (E-MAIL) _____

DECLARATION

I, the undersigned _____

in my capacity as design architect declare that the information as given on my plan is correct and complete, and certify that all elements of the design submitted, conform to the Architectural guidelines in every respect, and acknowledge that should they not, I will be held responsible for all costs that may occur, in order to comply.

SIGNATURE OF ARCHITECT: _____ Date: _____

SIGNATURE OF OWNER: _____ Date: _____

Annexure B – Check list

ERF NR._____

The following information is to be included on drawings

NR.	ITEM	YES	NO	N/A
1	Stand Number			
2	Coverage			
3	Floor Area (ground and first floor)			
4	North Point			
5	Contours			
6	Boundary Measurements			
7	Building Lines			
8	Building Height			
9	Height of boundary walls as per guidelines			
10	Indicate sewer, water, electricity connection			
11	Parking			
12	Driveway - width			
13	Out-building			
14	Washing area - not visible			
15	Sidewalk Position			
16	Existing trees indicated on plan			
17	Disposing of storm water			
18	Swimming pool backwash water – to discharge as per council			

19	House colours - ad finishes			
20	NGL and floor levels			
21	Position of TV aerials and satellite dishes			
22	Position / Provision of Alarms, Air-conditioning, Solar and Amobia			

PLAN SUBMISSION PROCEDURES AND REQUIREMENTS

NR	REQUIREMENTS FOR STAGE 1 SDP	YES	NO
1	This document (filled in complete with POA)		
2	1 x Sets of Copies		
3	Site Plan with roof Plan (SDP Site & Roof and entrance of pocket)		
4	1 x Section		
5	4 x Elevations (Street Elevation in case of SDP)		
6	Floor Plans		
7	Site Diagram		
8	Land surveyor certificate for double / multistory buildings		
	Fees paid DATE.		

ERF NR._____

NR	REQUIREMENTS FOR STAGE 2	YES	NO
1	Full technical drawings		
2	2 x Sets of Copies		
2	All elevations		
3	Indicate slope on elevation. (where applicable)		
4	All boundary walls – height , CUT AND FILL		
5	Floor, first floor plans		
6	Site Plan + Roof Plan		
7	Land surveyors plan / Certificate for double / multistory buildings		
8	SANS PART X Calculation + Summary Sheet		
	Fees paid DATE.		

Annexure C – Power of Attorney

I/we the (Registered the registered owner)

_____

ID: _____

the undersigned, nominate/ appoint my agent Mr./ Mrs:

_____

with the power of substitution to be my/our legal agent in my/our name/place and stead to apply for Erf: _____ and in general to effect the application and to do whatever I/we would do if I/we were present in person and acting in that matter; and we hereby ratify, allow and confirm promise and agree to ratify, allow and confirm everything my agent may do or may permit to be done legally in terms of this power of attorney:

Signature: _____ Date: _____

Annexure D – Plan Submission Fees Structure

ITEM	SERVICE	FEES			
	Sitari Country Estate ARC	Urba Architects	Managing Agent	SCHEMOA	Total
General Residential	Submission Stage 1 (SDP)	R10 000,00	R1 500,00	R2 500,00	R14 000,00
	Submission Stage 2	R5 000,00	R750,00	R1 250,00	R7 000,00
	Re Submission	R5 000,00	R750,00	R1 250,00	R7 000,00
	Alterations & Additions	R5 000,00	R500,00	R1 000,00	R6 500,00
Group Housing	Submission Stage 1 (SDP)	R5 000,00	R500,00	R1 000,00	R6 500,00
	Submission – Per Plan Stage 2	R2 000,00	R250,00	R500,00	R2 750,00
	Re Submission – Per Plan	R2 000,00	R250,00	R500,00	R2 750,00
	Alterations & Additions – Per Plan	R2 000,00	R250,00	R500,00	R2 750,00
Single Residential	Submission Stage 1 & 2	R5 000,00	R500,00	R1 000,00	R6 500,00
	Re Submission	R2 000,00	R250,00	R500,00	R2 750,00
	Alterations & Additions	R2 000,00	R250,00	R500,00	R2 750,00
Public Precinct SDP's: School, Commercial	Submission State 1 (SDP)	R10 000,00	R1 500,00	R2 500,00	R14 000,00
	Submission Stage 2	R5 000,00	R750,00	R1 250,00	R7 000,00
	Re-Submission	R5 000,00	R750,00	R1 250,00	R7 000,00
	Alterations & Additions	R5 000,00	R500,00	R1 000,00	R6 500,00
Retirement	Submission State 1 (SDP)	R5 000,00	R500,00	R1 000,00	R6 500,00
	Submission Stage 2 – Per Plan	R2 000,00	R250,00	R500,00	R2 750,00
	Re-Submission – Per Plan	R2 000,00	R250,00	R500,00	R2 750,00
	Alterations & Additions – Per Plan	R2 000,00	R250,00	R500,00	R2 750,00